



EDUCATION MY LIFE MATTERS PRIVACY NOTICE FOR THE SCHOOL WORKFORCE 2026-2027

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1. Introduction

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have the right to be informed about how their personal data is collected and used. Education My Life Matters (EMLM) is the data controller. The Data Protection Officer is **Candice Laidley**.

2. Personal data we hold

The personal data that we may collect, use, store and share (when appropriate) about you include, but is not restricted to:

- Your name
- Contact numbers
- Photographs used for ID badges
- Audit logs
- Electronic identifiers
- School email address and user account information
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Data about your use of school's information and communications system

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- › Race, ethnicity, religious beliefs, sexual orientation and political opinions
- › Health, including any medical conditions and sickness records

- › Photographs (where they reveal special category data or are used for identification purposes), CCTV images and other security recordings captured on school premises. CCTV and other security systems are operated for the purpose of safeguarding, crime prevention, health and safety and the protection of school property
- › Information about trade union membership
- › Information about criminal convictions and offences (when/where appropriate)

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data. Criminal offence data is processed only where legally required to fulfil safer recruitment and safeguarding obligations.

3. Why we use this data

We use workforce data to:

Protect the confidentiality, integrity and availability of our information systems through cyber security measures, including logging, monitoring and incident management

- › Enable you to be paid
 - a) Check you are legally entitled to work in the UK
 - b) Determine the terms on which you work for us
 - c) Facilitate safe recruitment, including pre-employment checks required by statutory guidance
 - d) Support effective performance management
 - e) Inform our recruitment and retention policies
 - f) Allow better financial modelling and planning
 - g) Enable equalities monitoring
 - h) Improve the management of workforce data across the sector
 - i) Make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
 - j) Ascertaining your fitness to work
 - k) Managing sickness absence
 - l) Fulfil safeguarding duties
 - m) Safer recruitment
 - n) Complete statutory returns to the Department for Education (DfE).
 - o) Administer payroll, pensions, insurance and occupational health services
 - p) Maintain IT and cyber security

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We do not currently process any staff members' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

4. Use of Digital Systems, Online Safety and Artificial Intelligence

EMLM may monitor and manage the use of artificial intelligence (AI) and generative AI tools on school devices and accounts in accordance with its ICT, data protection and safeguarding policies. Staff must not enter confidential, personal or sensitive information into AI systems unless authorised to do so and appropriate safeguards are in place.

In line with statutory safeguarding guidance, EMLM uses filtering and monitoring systems to help protect learners, staff and school systems from inappropriate, harmful or unlawful online activity. These systems may monitor the use of school devices, networks, email, cloud-based services and internet access where this is necessary and proportionate to meet our safeguarding, legal and cybersecurity obligations.

Activity undertaken on school-owned devices may be logged where necessary to investigate safeguarding concerns, cyber security incidents or misuse of school systems.

5. Legal Basis

We collect and use personal information about staff under one or more of the following lawful bases contained within Article 6 UK GDPR:

- Article 6(1)(b) – performance of a contract
- Article 6(1)(c) – compliance with a legal obligation
- Article 6(1)(e) – performance of a task carried out in the public interest
- Article 6(1)(d) – protecting vital interests where necessary
- Article 6(1)(a) – consent, where appropriate.

Where we process special category personal data, we do so in accordance with Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

6. Collecting Data

We collect personal information via forms completed on the day of staff induction to the school. Workforce data is essential for the school's operational use. Whilst the majority of personal information provided is mandatory, some of it is requested on a voluntary basis.

Whenever we seek to collect information from staff, we will make it clear whether they must provide this information (and if so, what the possible consequences are of not complying), or whether staff members have a choice.

Information may also be obtained from previous employers, referees, occupational health providers, DBS, Teaching Regulation Agency (where applicable) and statutory bodies.

7. Storage and Retention

Personal data is stored in line with our data protection policy.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Records are retained in accordance with the school's Records Retention Schedule based on IRMS guidance and statutory requirements. Data is securely destroyed when no longer required.

Personal data is stored securely, whether held electronically or in paper format, and access is restricted to those who require it for legitimate business purposes.

8. Sharing Data

We do not share information about our staff with any third party without consent unless the law and our policies allow us to do so.

We are required where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about staff with:

- › Our local authority -Lewisham – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- › Other Local Authorities
- › DBS
- › Teaching Regulation Agency, where applicable
- › Government departments or agencies
- › Our regulator e.g. Ofsted, Independent Schools Inspectorate
- › Department for Education

- › Suppliers and service providers -e.g. auditors
- › Health and social welfare organisations
- › Charities and voluntary organisations
- › Police forces, courts or tribunals
- › Professional advisers and consultants
- › Payroll
- › HM Revenue & Customs (HMRC)
- › Teacher Pension Scheme / Local Government Pension Scheme administrators
- › HR/MIS providers
- › Occupational Health
- › Auditors
- › Insurers
- › IT/Cloud providers
- › Safeguarding Partners
- › Multi-Agency Safeguarding arrangements
- › Channel/Prevent partners where legally required
- › Local Authority Designated Officer (LADO) where appropriate
- › Legal advisers
- › Regulators
- › Law enforcement -where required by law

Where personal data is transferred outside the UK, we will ensure that appropriate safeguards are in place in accordance with UK GDPR.

9. Access to your personal data

Under UK GDPR, staff have a number of rights regarding their personal information. These include the right to:

- Be informed about how we collect and use your personal data
- Request access to the personal information we hold about you (known as a Subject Access Request)
- Request that inaccurate or incomplete personal information is corrected
- Request the erasure of your personal information where there is no lawful reason for us to continue processing it (the "right to be forgotten"), although this right only applies in certain circumstances
- Request that we restrict the processing of your personal information in certain circumstances
- Object to the processing of your personal information where we are relying on a public task or legitimate interests as our lawful basis, where applicable

- Request the transfer of your personal information to another organisation (data portability), where this right applies
- Withdraw your consent at any time where we are relying on consent as the lawful basis for processing your personal information
- Lodge a complaint with the Information Commissioner's Office (ICO).

If you make a Subject Access Request, and we hold information about you, we will, subject to any exemptions that apply:

- Give you a description of the personal information we hold
- Explain why we are processing it and the lawful basis for doing so
- Tell you how long we will retain it
- Explain where we obtained the information, if it was not collected directly from you
- Tell you who the information has been or may be shared with
- Inform you whether any automated decision-making or profiling is taking place and explain the consequences, where applicable
- Provide you with a copy of your personal information in an intelligible and commonly used format

To exercise any of your data protection rights, please contact the school's Data Protection Officer.

If you are dissatisfied with how we have handled your personal information or your request, you also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

10. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise your concern with the school's Data Protection Officer in the first instance by emailing c.laidley@emlm.org.uk

You can also complain to the Information Commissioner's Office via www.ico.org.uk.

11. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** at c.laidley@emlm.org.uk.

